DOCUMENT RESUME

ED 110 692 CE 004 485

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ABSTRACT

The U.S. Air Force job inventory for the communications-electronics program management career ladder is divided into 13 categories, each of which is broken down into a duty-task list. Space is provided for Air Force personnel filling out the inventory to check whether each task is at present part of their duties. The 13 categories are: organizing and planning office functions; directing and implementing office activities; evaluating office activities; training; performing plans management duties; performing planning portion of program management functions; performing documentation portion of program management functions; performing program communications-electronic support program (PCSP) management; performing implementation portion of program management functions; performing base wire communications program (BWCP) portion of program management functions; performing budgeting functions; performing unit administrative manpower functions; and managing and administering commercial or government furnished communications services. A personnel information questionnaire is also included. (JR)

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ED110692

UNITED STATES AIR FORCE
JOB INVENTORY

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

COMMUNICATIONS-ELECTRONICS PROGRAMS
MANAGEMENT CAREER LADDER
AFSCs 29630, 29670, and 29690

OCCUPATIONAL SURVEY BRANCH
3700 OCM SQ
LACKLAND AFB, TEXAS 78236

AFPT 90-296-169
1 January 1974

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LACKLAND TC FORM 421, APR 72
CE004488

BACKGROUND INFORMATION

DO NOT REMOVE ANY CARDS FROM THE ENVELOPE UNTIL YOU ARE READY TO USE ANSWER CARD A. INSTRUCTION ARE ON PAGE iv.

GENERAL INSTRUCTIONS

1. Your assistance in completing this inventory is VERY IMPORTANT. Your answers will be used to:

   a. Write job descriptions of your job.

   b. Develop training materials.

2. To qualify for this survey:

   a. You must have a duty AFSC of 29630, 29670, or 29690.

   b. You must have been working in your present job assignment for at least four weeks.

3. This booklet is in three sections. You must complete all three sections in order.

   SECTION I PERSONNEL INFORMATION (answer directly in the booklet)

   SECTION II BACKGROUND INFORMATION (answer on card A)

   SECTION III TASK INFORMATION

   Part I, task checking (check directly in the booklet)

   Part II, time rating (time rate on attached cards)

INSTRUCTIONS

SECTION I

PERSONNEL INFORMATION

INSTRUCTIONS

Turn to page iii and answer the personnel information questions. Print or check your answer directly into the booklet using a number 2 pencil.

A

PERSONNEL INFORMATION

CASE CONTROL NUMBER (1–4)

PLEASE PRINT INFORMATION REQUESTED AND CHECK APPLICABLE BOXES

LAST NAME – FIRST NAME – MIDDLE INITIAL (5–22)

GRADE (23)

E1	E2	E3	E4	E5	E6	E7	E8	E9
☐	☐	☐	☐	☐	☐	☐	☐	☐
AB	AMN	A1C	SGT	SSGT	TSGT	MSGT	SMSGT	CMSGT

SOCIAL SECURITY ACCOUNT NUMBER (24–32)

☐☐☐ – ☐☐ – ☐☐☐☐

(24–26) (27–28) (29–32)

DUTY TELEPHONE EXT

_____

CIRCLE THE HIGHEST EDUCATION LEVEL (OR GED EQUIVALENT) YOU HAVE COMPLETED (33–34)

ELEMENTARY				HIGH SCHOOL				COLLEGE				GRADUATE	
05	06	07	08	09	10	11	12	13	14	15	16	17	18

MAJOR COMMAND (35)

A	G	C	E	Y	F	M
☐	☐	☐	☐	☐	☐	☐
AAC	ACIC	ADC	AFAFC	AFCS	AFLC	AFRES
H	**J**	**K**	**P**	**N**	**Q**	**R**
☐	☐	☐	☐	☐	☐	☐
AFSC	ATC	AU	HQ COMD	HQ USAF	MAC	PACAF
S	**T**	**B**	**D**	**L**	**U**	
☐	☐	☐	☐	☐	☐	☐
SAC	TAC	USAFA	USAFE	USAFSO	USAFSS	

PRIMARY AFSC (36–42)

PREFIX ☐ (36) NUMBER ☐☐☐☐☐ (37–41) SUFFIX ☐ (42)

DUTY AFSC (43–49)

PREFIX ☐ (43) NUMBER ☐☐☐☐☐ (44–48) SUFFIX ☐ (49)

TOTAL MONTHS IN PRESENT JOB	TOTAL MONTHS AT PRESENT BASE	TOTAL MONTHS IN DUTY AFSC
_____ (50–52)	_____ (53–55)	_____ (56–58)
TOTAL MONTHS IN CAREER FIELD	**TOTAL MONTHS ACTIVE FEDERAL MILITARY SERVICE**	**NO. OF SUBORDINATES WHO REPORT TO YOU DIRECTLY FOR SUPERVISION**
_____ (59–61)	_____ (62–64)	_____ (65–66)

IF YOU WERE CONVERTED OR RETRAINED, ENTER PREVIOUS AFSC

PREFIX ☐ (67) NUMBER ☐☐☐☐☐ (68–72) SUFFIX ☐ (73)

ORGANIZATION (CARD 2: 5–35)

PRESENT WORK ASSIGNMENT (CARD 2: 36–73)
(Position or Job Title)

SECTION II

BACKGROUND INFORMATION

INSTRUCTIONS

1. Take card A Background Information from your envelope.

2. Read the Background Information questions on pages v through vi.

3. Answer each question on answer card A. Blacken the circle that indicates your choice of answers.

BE SURE YOU HAVE THE RIGHT CARD LINE NUMBER TO ANSWER EACH QUESTION

4. When you have finished answering the Background Information questions, check card A, erase any stray marks and replace the card in the envelope.

BACKGROUND INFORMATION

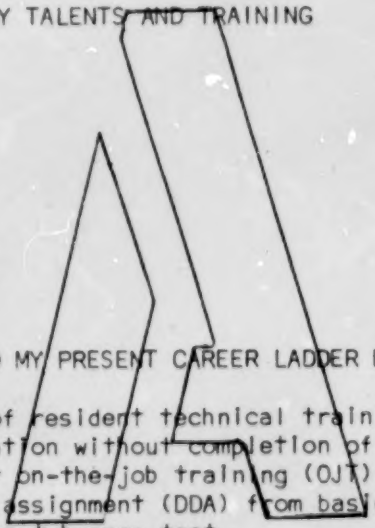
INDICATE YOUR ANSWERS TO THE BACKGROUND QUESTIONS BY BLACKENING THE APPROPRIATE CIRCLE ON ANSWER CARD A.

1. I FIND MY JOB

   (1) Extremely dull
   (2) Very dull
   (3) Fairly dull
   (4) So-so
   (5) Fairly interesting
   (6) Very interesting
   (7) Extremely interesting

2. MY JOB UTILIZES MY TALENTS AND TRAINING

   (1) Not at all
   (2) Very little
   (3) Fairly well
   (4) Quite well
   (5) Very well
   (6) Excellently
   (7) Perfectly



3. I WAS ASSIGNED TO MY PRESENT CAREER LADDER BY

   (1) Completion of resident technical training course
   (2) Reclassification without completion of resident technical training or on-the-job training (OJT)
   (3) Direct duty assignment (DDA) from basic military training to OJT without bypass test
   (4) DDA from basic military training by bypass test
   (5) Conversion from another AF specialty without training
   (6) Retraining from another AF specialty
   (7) Reenlistment from another branch of service

4. DO YOU PLAN ON LEAVING THE AIR FORCE WITHIN THE NEXT FIVE YEARS?

   (1) Yes
   (2) No

IF YES, GO TO QUESTION 5.
IF NO, GO TO QUESTION 6.

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BACKGROUND INFORMATION

5. INDICATE WHICH YEAR YOU PLAN ON LEAVING THE AIR FORCE

(1) 1973 (2) 1974 (3) 1975 (4) 1976 (5) 1977 or later

6. DO YOU PLAN TO REENLIST?

(1) No, I plan to retire
(2) No, I plan to separate without retirement benefits
(3) Uncertain, probably no
(4) Uncertain, probably yes
(5) Yes

7. ARE YOU COMPLETING THIS USAF JOB INVENTORY UNDER THE DIRECT SUPERVISION OF THE CBPO OCCUPATIONAL SURVEY CONTROL OFFICER?

(1) Yes
(2) No

8. ARE YOU COMPLETING THIS JOB INVENTORY AT YOUR HOME OR BARRACKS?

(1) Yes
(2) No

9. ARE YOU COMPLETING THIS JOB INVENTORY AT THE ORGANIZATION AT WHICH YOU WORK?

(1) Yes
(2) No

10. HAVE THE INSTRUCTIONS FOR COMPLETING THIS SURVEY BEEN READ OR EXPLAINED TO YOU?

(1) Yes
(2) No

INSTRUCTIONS

11. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS INSIDE THE CONTINENTAL U.S. (ZONE OF THE INTERIOR)?

    (1) Yes (2) No

12. ARE YOU PRESENTLY LOCATED AT AN INSTALLATION WHICH IS OUTSIDE THE CONTINENTAL U.S. (INCLUDING ALASKA AND HAWAII)?

    (1) Yes (2) No

13. HAVE YOU SERVED IN ANY OF THE FOLLOWING DUTIES OR ON ANY OF THE FOLLOWING BOARDS DURING YOUR CURRENT ASSIGNMENT?

    (1) Yes (2) No

IF YES, BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE DUTIES YOU HAVE SERVED IN OR BOARDS YOU HAVE SERVED ON.

14. AF Form 310 monitor
15. Air National Guard advisor
16. Area fire marshall
17. Barracks chief
18. Base frequency manager
19. Building custodian
20. Career counselor
21. CE work order control monitor
22. Complaints NCO
23. Consolidated isolated unit welfare fund custodian
24. Cost reduction monitor
25. Customs inspector
26. Decoration review boards
27. Disaster preparedness NCO
28. Environmental protection committee

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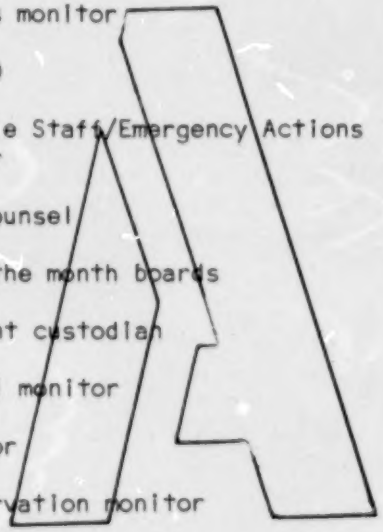
(Continued next page)

INSTRUCTIONS

29. EOT council member
30. Equal opportunity monitor
31. First sergeant
32. Ground safety council
33. Ground safety NCO
34. Historian
35. Human relations monitor
36. Information NCO
37. Member of Battle Staff/Emergency Actions control center
38. NCO advisory counsel
39. NCO/Airman of the month boards
40. Office equipment custodian
41. Reports control monitor
42. Resource advisor
43. Resource conservation monitor
44. Security/Classified destruction officer
45. Security NCO
46. Social actions monitor
47. Top three board
48. Voting NCO
49. OTHERS



(Continued next page)

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INSTRUCTIONS

50. FROM WHICH CAREER AREA WERE YOU RETRAINED INTO 296X0?

BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE CAREER AREA FROM WHICH YOU WERE RETRAINED.

51. 29XXX

52. 30XXX

53. 31XXX

54. 36XXX

55. OTHER

56. HAVE YOU ATTENDED ANY OF THE FOLLOWING COURSES?

(1) Yes (2) No

IF YES, BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE COURSE OR COURSES YOU HAVE ATTENDED.

57. 3AZR29670 Communications-Electronics Programs Management

58. 3AZR30470 Communications-Electronics Programs Management

59. 30ZR3016-3 C-E Staff Officers Programming Course

60. HAVE YOU ATTENDED ANY OF THE FOLLOWING SCHOOLS?

(1) Yes (2) No

IF YES, BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO THE SCHOOL OR SCHOOLS YOU HAVE ATTENDED.

61. NCO Academy

62. NCO Leadership School

63. Senior NCO Academy

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INSTRUCTIONS

64. DO YOU WORK IN ANY OF THE FOLLOWING LEVELS OF ASSIGNMENTS?

(1) Yes (2) No

IF YES, BLACKEN CIRCLE NUMBER 1 NEXT TO THE NUMBER ON ANSWER CARD A THAT CORRESPONDS TO YOUR LEVEL OF ASSIGNMENT.

65. HQ, USAF

66. MAJCOM HQ

67. Numbered AF

68. Division

69. Area

70. Wing

71. Group

72. Squadron

SECTION III

TASK INFORMATION

INSTRUCTIONS

1. Read each task in the booklet. IF YOU DO THE TASK IN YOUR PRESENT JOB, check the space in the right hand column.

2. If a task you do is NOT LISTED anywhere in the entire booklet, write it on the blank page at the end of the booklet. DO NOT ADD TASKS THAT ARE CLASSIFIED

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INSTRUCTIONS

TIME RATING TASKS

INSTRUCTIONS

1. Take the white TIME SPENT card and task response cards 1, through 3, from the envelope.

2. The white card has the time scale you are to use for your time ratings.

3. TIME RATE ONLY THE TASKS YOU CHECKED IN YOUR BOOKLET.

4. Cards 1, through 3, are for marking your time ratings.

5. To time rate the tasks you checked in your booklet:

   a. Go back to the first task you checked.

   b. Decide the time rating you think the task should have.

   c. Find the card and card line with that task number.

   d. Blacken the circle corresponding to your time rating with a number 2 pencil.

BE SURE YOU ARE ON THE CORRECT CARD LINE FOR EACH TASK YOU ARE TIME RATING.

EXAMPLE: Suppose you do tasks 1 and 3 below, you would check them in your booklet and then time rate them on your cards.

Evaluate charts or graphs	1	✓
Exempt personnel from routine duties	2	
Fill supply requisition	3	✓

If you decided you spend a VERY MUCH ABOVE AVERAGE amount of time at task 1 (compared to the other tasks you do) you would blacken circle number 7, on card line 1.

If you DID NOT check task 2 in your booklet, you would leave card line 2 blank.

If you decided you spend an ABOUT AVERAGE amount of time at task 3, you would blacken circle number 4 on card line 3.

1 ① ② ③ ④ ⑤ ⑥ ●
2 ① ② ③ ④ ⑤ ⑥ ⑦
3 ① ② ③ ● ⑤ ⑥ ⑦

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When you are through time rating the tasks check your cards. Erase any stray marks and put the cards in the envelope.

| JOB INVENTORY (DUTY - TASK LIST) | | |

JOB INVENTORY (DUTY - TASK LIST)		PAGE 2 OF 20 PAGES	✓ IF DONE NOW
AFSC 296X0			
B. DIRECTING AND IMPLEMENTING OFFICE ACTIVITIES			
Complete personnel action requests		20	
Conduct or participate in staff meetings		21	
Counsel personnel on personal or military related problems		22	
Develop or improve work methods or procedures		23	
Direct maintenance or utilization of office equipment		24	
Establish or maintain publications libraries		25	
Implement cost reduction programs		26	
Implement physical or administrative security procedures		27	
Implement safety procedures or give safety briefings		28	
Implement suggestion programs		29	
Interpret policies, directives, or procedures for subordinates		30	
Maintain status boards graphs or charts		31	
Requisition supplies or equipment		32	
Supervise Administration Personnel (AFS 702X0)		33	
Supervise Apprentice Communications-Electronic Programs Management Technicians (AFSC 29630)		34	
Supervise civilian personnel		35	
Supervise Communications-Electronics Programs Management Technicians (AFSC 29670)		36	
Supervise General Accounting Personnel (AFS 361X1)		37	
Supervise Telephone Equipment Installer Repairmen (AFS 362X4)		38	
Write staff studies, surveys, or special reports		39	
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 3 OF 20 PAGES	√ IF DONE NOW
AFSC 296X0			
C. EVALUATING OFFICE ACTIVITIES			
Analyze work load requirements	40		
Evaluate administrative forms, files, or procedures	41		
Evaluate and correct host-tenant agreements in support of C-E programs management functions	42		
Evaluate compliance with performance standards	43		
Evaluate individuals for promotion, demotion, or reclassification	44		
Evaluate or answer inspection reports	45		
Evaluate safety or security procedures	46		
Evaluate suggestions	47		
Evaluate maintenance and use of work space, equipment, or supplies	48		
Perform or evaluate self inspections	49		
Select individuals for specialized training	50		
D. TRAINING			
Administer or score tests	51		
Assign resident course instructors	52		
Conduct OJT	53		
Conduct resident course classroom training	54		
Conduct training conferences or briefings	55		
Counsel trainees on training progress	56		
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		PAGE 4 OF 20 PAGES	✓ IF DONE NOW
AFSC 296X0			
Demonstrate how to locate technical information	57		
Determine OJT training requirements	58		
Determine resident course training requirements	59		
Develop course curricula, plans of instruction (POI), or specialty training standards (STS)	60		
Develop or review career development course (CDC) material	61		
Develop phase tests for evaluating upgrade training progress	62		
Develop proficency training guides	63		
Develop resident course curriculum materials	64		
Establish or maintain study reference files	65		
Evaluate OJT trainees	66		
Evaluate progress of resident course students	67		
Evaluate training methods, techniques, or programs	68		
TURN CARD OVER			
Implement or direct training programs	69		
Plan, direct, or schedule OJT	70		
Procure training aids, space, or equipment	71		
Verify personnel enrolled in CDCs	72		
Write test questions	73		
Write training reports	74		
18			
(Continued next page)			

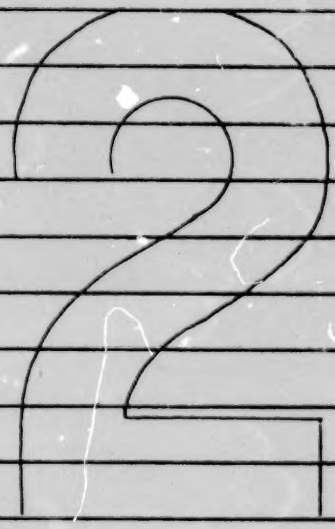
JOB INVENTORY (DUTY - TASK LIST)	PAGE 5 OF 20 PAGES	✓ IF DONE NOW
AFSC 296X0		
E. PERFORMING PLANS MANAGEMENT DUTIES		
Assemble basic plans and annexes into final plans document	75	
Assign serial numbers to unit-prepared plans	76	
Compute and forward recommended plans changes to office of primary responsibility (OPR)	77	
Coordinate and forward originated plans or annexes	78	
Determine effects of plans on host-tenant agreements	79	
Direct staff elements to review plans	80	
Distribute incoming plans or annexes to functional staff elements	81	
Edit annexes prepared within units for compliance to criteria and format	82	
Establish suspenses for changes or review of plans	83	
Examine mission directives for compliance with plans on file	84	
Initate requests for or arrange base support for mobil communications teams	85	
Inspect plans prepared within units for compliance to criteria and format	86	
Interview staff elements to identify and analyze requirements in support of plans	87	
Maintain plans libraries	88	
Post changes to filed plans	89	
Prepare AFM 23-5, AFCS Mobile Communications Group, requests	90	
Prepare and distribute plans summaries	91	
Prepare annexes for programs management functional elements	92	
Prepare, file, or maintain plans control records	93	
Prepare or review agreements with other activities to provide C-E services	94	
Prepare plans indexes	95	
(Continued next page)		

JOB INVENTORY (DUTY - TASK LIST)		✓ IF DONE NOW
AFSC 296X0	PAGE 6 OF 20 PAGES	
Prepare plans tasking two or more unit staff elements or base functicnal elements	96	
Provide instructions to staff elements on implementation of plans	97	
Review and provide inputs to host-tenent support agreements	98	
Review incoming plans for impact on unit mission	99	
Review or provide inputs to host-tenant agreements	100	
F. PERFORMING PLANNING PORTION OF PROGRAM MANAGEMENT FUNCTIONS		
Accompany engineers during pre-engineering surveys	101	
Act as focal point for requirements needing AFSC engineering or installation assistance	102	
Advise base commanders on replies to site concurrence letters (SCL) or support requirement letters (SRL)	103	
Advise changes of communications-electronic and meterological board (CEMB) membership	104	
Brief engineers on programs	105	
Compile inputs to test plans	106	
Conduct research validating C-E requirements	107	
Convene program courses of action of meetings to establish integrated milestone schedules	108	
Determine functional responsibilities in preparation of C-E implementation programs (CEIP)	109	
Determine or validate requirements for additional personnel to support new programs	110	
Determine programming actions required to meet C-E requirements	111	
Determine requirements for cryptologic equipment to support programs	112	
Determine requirements for mobile communications support of programs	113	
Establish priorities for C-E installation projects	114	
Finalize drafts of SCLs or SRLs prepared by engineers	115	
Initiate follow-up actions to CEMB action items	116	
(Continued next page)		

JOB INVENTORY (DUTY - TASK LIST)	PAGE 7 OF 20 PAGES	✓ IF DONE NOW
AFSC 296X0		
Initiate or process requests for mobile communications support of programming actions	117	
Notify wire telephone maintenance of traffic study requirements	118	
Obtain and review Military Construction Project Data forms (DD Form 1391) from civil engineers (CE)	119	
Participate in joint radar planning groups	120	
Prepare and submit budget estimates for inclusion in operating budgets	121	
Prepare and submit supporting justification for annual congressional apportionment hearings for funds	122	
Prepare and submit telecommunications service requests (TSR)	123	
Prepare CEMB agenda and invitations to participants	124	
Prepare C-E requirements for CEMB approval	125	
Prepare directives outlining composition, responsibilities, and functions of base CEMB	126	
Prepare economic analyses	127	
Provide inputs and justification for required operational capabilities (ROC)	128	
Provide inputs to responsible activities for developing test plans	129	
Provide major air command assistance in resolving plant-in-place record (PIPR) problems	130	
Receive, analyze, or interpret USAF F-series program documents	131	
Record minutes of CEMB meetings	132	
Request pre-engineering assistance for program development	133	
Research documentation for Communications-Electronic Meteorological program aggregation codes (CEMPAC)	134	
Research plant-in-place records (PIPR) for future requirements planning	135	
Research TO 31Z3-10-1-2 to determine standard facility equipment list (SFEL) requirements	136	
Review 10 year defense communications system plans	137	
Review defense Communications Agency (DCA) management improvement plans (MEP) for USAF support	138	
USE CARD 2 ON THE FOLLOWING TASKS		
(Continued next page)		

JOB INVENTORY (DUTY - TASK LIST)	PAGE 8 OF 20 PAGES	√ IF DONE NOW
AFSC 296X0		

TASKS CONTINUED ON NEXT PAGE FOR CARD 2



TASKS CONTINUED ON NEXT PAGE FOR CARD 2

JOB INVENTORY (DUTY - TASK LIST)		PAGE 9 OF 20 PAGES	✓ IF DONE NOW
AFSC 296X0			
Review digging permits with CE		139	
Review funds expenditure to preclude cost overrun		140	
Review or analyze requirements for C-E services		141	
Review part III of USAF priority designator for precedence rating or designators		142	
Solicit requirements for C-E services for presentation to CEMBs		143	
Submit input to command, communications, and control program for new programs		144	
Submit requests for peripheral equipment		145	
Task subordinate elements to submit program documents supporting DCA improvement plans		146	
Translate operational requirements into programming concepts and methods		147	
G. PERFORMING DOCUMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS			
Accomplish staff coordination on program actions or deletions		148	
Assign unit control number to PCSP Minor Change Request forms (AF Forms 524)		149	
Coordinate completed program actions with responsible agencies		150	
Determine staff actions required to process AF Forms 524		151	
Duplicate or distribute AF Forms 524		152	
Incorporate appropriate security guidelines into program documents		153	
Initate requests for support by BCE for construction support annexes		154	
Maintain unit control registers for C-E programming documents		155	
Monitor completion of supporting staff actions in preparing program documents		156	
Negotiate with personnel of foreign governments for land, bases, facilities, equipment, or personnel		157	
Obtain signatures of CEMB chairmen on AF Forms 524		158	
Obtain staff coordination for CEIPs submitted by subordinate elements		159	
(Continued next page)			

JOB INVENTORY (DUTY - TASK LIST)		
AFSC 296X0	PAGE 10 OF 20 PAGES	√ IF DONE NOW
Participate as a voting member on technical evaluation boards for review of contractors' proposals	160	
Prepare CEIP documents	161	
Prepare certificates of installation, removal or relocation of C-E equipment	162	
Prepare draft manpower annexes to CEIPs	163	
Prepare high value AF Forms 524	164	
Prepare routine AF Forms 524	165	
Prepare staff summary sheets for program documents	166	
Present CEIPs to CEMBs	167	
Process statements of work (SOW) amendments, or changes to AFLC support activities	168	
Provide inputs for preparation or review of SOWs	169	
Receive and compile CEIP annexes	170	
Review and correct CEIPs submitted by subordinate elements	171	
Verify CEIP manpower change requirements duplication	172	
Verify secutiy aspects of program implementation	173	
H. PERFORMING PROGRAM COMMUNICATIONS-ELECTRONIC SUPPORT PROGRAM (PCSP) MANAGEMENT		
Annotate program C-E support programs functions (PCSP) between editions to reflect program changes	174	
Correlate PCSPs with Air Force Equipment Management System (AFEMS) records	175	
Correlate PCSPs with Customer account/customer receipt listings (CA/CRL)	176	
Correlate PCSPs with program documents to insure compatibility	177	
Inventory C-E equipment with supply	178	
Notify program managers of discrepancies and needed corrections in PCSP documentation	179	
Prepare Data Message Forms (DD Form 1392) for transmission of cards	180	
(Continued next page)		

JOB INVENTORY (DUTY - TASK LIST)	PAGE 11 OF 20 PAGES	✓ IF DONE NOW
AFSC 296X0		
Prepare Joint Message Forms (DD Form 1731) and send to HQ USAF for PCSP changes	181	
Prepare punch card transcripts to administratively change PCSPs	182	
Proof read PCSP cards	183	
Receive and process PCSP work books	184	
Research PCSPs	185	
Send cards on Communications Security (COMSEC) PCSP changes to Air Force Cryptologic depot (AFCD for review	186	
Task base supply to furnish or verify stock numbers and costs	187	
I. PERFORMING IMPLEMENTATION PORTION OF PROGRAM MANAGEMENT FUNCTIONS		
Brief commanders and staff on status of C-E programs	188	
Check 80-80 listings against CEMPIM changes	189	
Maintain scheme folders	190	
Obtain data from BCE for allied support construction status reports	191	
Prepare and forward allied supporting structure status reports	192	
Prepare communications-electronics-meteorological program implementation (CEMPIM)	193	
Receive, review, and disseminate program approval notification	194	
Report status of programs to HQ USAF	195	
Review and analyze program implementation progress reports	196	
Review, correct, or make imputs to EIMS reports	197	
Review scheme progress using engineering-installation management system (EIMS) command status reports	198	
Submit as occurs changes to CEMPIMS	199	
Take actions required to assure milestone schedules are met	200	
Take action to insure quality control inspections of installed facilities	201	
(Continued next page)		

JOB INVENTORY (DUTY - TASK LIST)		PAGE 12 OF 20 PAGES	√ IF DONE NOW
AFSC 296X0			
Take action to insure transfer of real property or equipment after installation		202	
Task maintaining agencies with procurring equipment such as radio crystals, test equipment, or bench stock		203	
Task operating agencies with procurring operating supplies		204	
Update CEMPIMS upon scheme completion		205	
J. PERFORMING BASE WIRE COMMUNICATIONS PROGRAM (BWCP) PORTION OF PROGRAM MANAGEMENT FUNCTIONS			
Compile and forward base wire communication program (BWCP) documentation into brochures		206	
TURN CARD OVER			
Compile future BWCP telephone requirements for base agencies		207	
Convene BWCP meetings		208	
Examine progress of military construction and implementation of approved BWCPs		209	
Notify base customers to submit future telephone requirements		210	
Notify BWCP members of impending conferences		211	
Notify communication unit wire telephone maintenance section of traffic study requirements		212	
Prepare and distribute BWCP agenda		213	
Prepare BWCP Requirement Data forms (AF Form 1224)		214	
Prepare BWCP Requirements/Resource Data (Commerical Leased) forms (AF Form 1265)		215	
Prepare Requirements/Resource Data (Government Owned) forms (AF Form 1225)		216	
Prepare minutes of BWCP meetings		217	
Receive and confirm schedules		218	
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Record minutes of BWCP meetings		219	
Review and coordinate engineers' recommendations on BWCP		220	
Review military construction projects to determine impact on base wire plant		221	
Review new C-E programs to determine impact on base wire plants		222	
Review real property disposal actions to determine BWCP impact		223	
Submit emergency BWCP requirements		224	
Submit minutes of BWCP meetings for review		225	
K. PERFORMING BUDGETING FUNCTIONS			
Attend base budget meetings		226	
Brief C-E staff officers on base budgets		227	
Brief C-E staff officers on leased long line budgets		228	
Brief C-E staff officers on leased communications budgets		229	
Brief unit commanders on AFCS unit budgets		230	
Brief unit commanders on supply and equipment budgets		231	
Calculate actual leased communications costs		232	
Calculate new leased communication requirements		233	
Compile inputs for AFCS unit budgets		234	
Compile inputs for base communications portion of base budgets		235	
Compile inputs for leased long line requirements		236	
Conduct meetings on AFCS unit budgets		237	
Determine funding category for new programs		238	
Draft AFCS unit budgets		239	
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Draft communications portion of budgets		240	
Draft leased communications budgets		241	
Draft leased long line budgets		242	
Evaluate cost center code expenditure reports		243	
Make adjustments to AFCS unit budgets		244	
Make adjustments to communications portion of base budgets		245	
Make adjustments to leased communications budgets		246	
Make adjustments to leased long line budgets		247	
Make adjustments to supply and equipment budgets		248	
Prepare call to host or tenant units for communication portion of base budget estimates		249	
Prepare call to unit staff elements for AFCS unit budget estimates		250	
Prepare call to unit staff elements for leased long line requirements		251	
Prepare call to unit staff elements for supply and equipment requirements		252	
Prepare directives outlining unit staff responsibilities for budget preparation		253	
Prepare requests for unprogrammed requirements		254	
Review and provide comments on government accounting office (GAO/USAF) audit reports		255	
Review copies of TDY orders and post into budgets		256	
Verify or post changes to budgets		257	
Write scheme support costs for BWCP projects into annual budgets		258	
L. PERFORMING UNIT ADMINISTRATIVE MANPOWER FUNCTIONS			
Brief commander or staff on manpower actions		259	
Conduct annual review of authorized civilian positions		260	
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Distribute time cards to work sections or personnel	261	
Edit and evaluate manpower requests prepared by other staff elements	262	
Maintain time cards on civilians	263	
Prepare manpower reports	264	
Prepare or edit organizational position descriptions	265	
Prepare input for and review unit mission regulations	266	
Prepare or submit manpower requests or manpower change requests	267	
Prepare organization and mission pamphlets	268	
Process civilian hiring actions	269	
Process civilian overhire requests	270	
Process civilian personnel position authorization change requests	271	
Provide data to manpower engineering teams (MET)	272	
Review functional statements for mission compliance	273	
Review or correct unit detail listings	274	
Receive or disseminate unit detail listings (VDL) to staff or subordinates	275	
Review organizational or functional charts for standardization or mission compliance	276	
USE CARD 3 ON THE FOLLOWING TASKS		
(Continued next page)		

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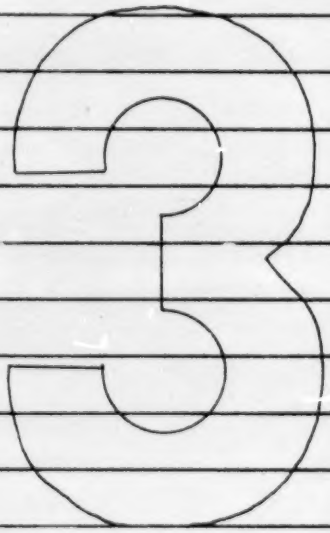
TASKS CONTINUED ON NEXT PAGE FOR CARD 3



TASKS CONTINUED ON NEXT PAGE FOR CARD 3

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Review, update, or supplement joint mission regulations	277	
M. MANAGING AND ADMINISTERING COMMERICAL OR GOVERNMENT FURNISHED COMMUNICATIONS SERVICES		
Collect reinbursement for improper long distance telephone calls	278	
Conduct annual reviews of leased communications services	279	
Conduct research in procurring leased communications	280	
Evaluate actions on Commerical Services Authorization forms (DD Form 428)	281	
Evaluate commercial lease communications service with communications operation officers	282	
Evaluate commercial lease communications services with local telephone company representatives	283	
Examine communications expenditures allocations	284	
Examine users for class A to class C ratio	285	
Examine verification of toll calls by control officers	286	
Identify makers of long distance calls	287	
Initiate paperwork for payment of commerical reimbursable items	288	
Maintain list of telephone control officers	289	
Maintain Summary of Authorized Equipment and Services forms (AF Form 1076)	290	
Manage CEMB projects in leased communications	291	
Prepare and forward long distance call billing statements for verification	292	
Prepare and submit completion notices of service using Equipment Order forms (AF Form 782)	293	
Prepare and submit reports on leased commerical communications	294	
Prepare and submit Request for Communication Service forms (AF Form 1218)	295	
Prepare Equipment Order forms (AF Form 782) or AF Form 9 for leased maintenance actions on non-tactical radios	296	
Prepare non-tactical priority replacement listings	297	
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Prepare Public Voucher for Purchases and Services other than Personal forms (SF Form 1034)	298		
Prepare telecommunications service requests (TSR) and submit to higher headquarters	299		
Present budgeting items to budget working groups (BWG) on communications requirements	300		
Present items on leased communications to CEMB	301		
Process or review Custodian Request Receipt forms (AF Form 6016) for non-tactical radios	302		
Provide technical advice for the procurement of commerical communications	303		
Research and prepare Individual Telephone Service Record forms (AF Form 1077)	304		
Research and process Local Communications Service Order forms (AF Form 1075)	305		
Research or prepare Local Communications Service Request forms (AF Form 1070)	306		
Review current lists of installed pay telephones for commission	307		
Verify services received prior to making payment of leased communications services	308		
Verify transfer or maintenance of non-tactical radios and process bills	309		

GO TO PAGE xii AND FOLLOW INSTRUCTIONS FOR TIME RATING TASKS.

WHEN YOU HAVE COMPLETED ALL RATINGS ON CARD 1-3 YOU WILL HAVE COMPLETED THIS USAF JOB INVENTORY.

PLACE THE CARDS IN THE ENVELOPE PROVIDED AND TURN THIS BOOKLET IN TO YOUR OCCUPATIONAL SURVEY CONTROL OFFICER.

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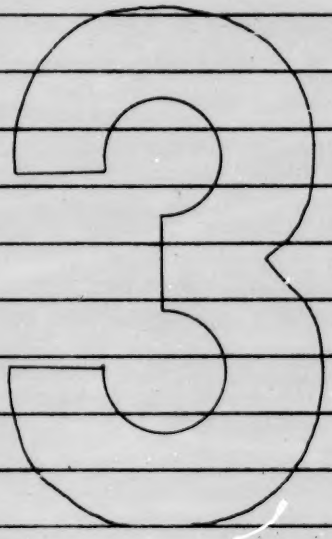

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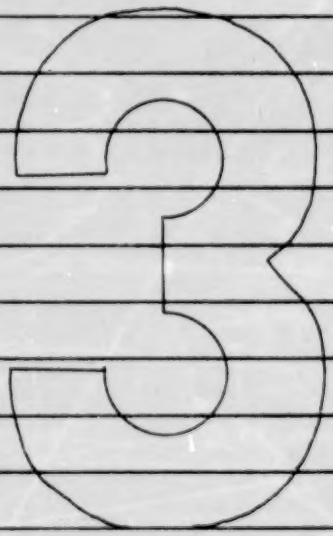

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